



# Application – Certificate of Acceptance

## 1. THE BUILDING / PROJECT LOCATION

Street No: ..... Street name: .....

Town: ..... Level or Unit No.: .....

Building name: ..... Lot(s).....

DP/S..... Site area..... (ha).....(m<sup>2</sup>)

Other information: .....

.....

.....

**OFFICE ONLY:**  
Date received: .....

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Application No.: .....

Document or Parcel No.: .....

.....

Valuation No.: .....

## 2. OWNER

Name /Company: .....

Mail address: .....

Phone (daytime): .....

Fax: .....

Mobile: .....

Email: .....

Attention: .....Ph: .....

## AGENT

Name /Company: .....

Mail address: .....

Phone (daytime): .....

Fax: .....

Mobile: .....

Email: .....

Attention: .....Ph: .....

Relationship to Owner: .....

Evidence of ownership attached:

Certificate of Title                       Lease Agreement

Agreement for Sale and Purchase     Other

Communication:

Invoice to:     Owner                       Agent

First point of contact for communication:     Owner                       Agent

## 3. BUILDING WORK (This includes any plumbing and drainage work)

Description of Work: .....

.....

Date building work carried out: .....

Did the building work result in a change of use of the building?  Yes     No. If Yes, provide details of the new use: (include number of occupants per level and per use if more than 1) .....

.....

Intended life of the building if less than 50 years: (number of years).....

List building consents previously issued for this project (if any): .....

Estimated value of the building work on which building levy will be calculated (including goods and services tax): \$.....

Existing floor area: ..... m<sup>2</sup>    New floor area added:..... m<sup>2</sup>

The following plans and specifications are attached to this application:

.....

.....

.....

**4. REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED:**

The owner, or the owner's predecessor in title, carried out building work for which a Building Consent was required, but a Building Consent was not obtained because: *[explain in detail]*

A.  A Building Consent could not practicably be obtained in advance because the building work had to be carried out urgently:

*[tick one of the following]*

For the purpose of saving or protecting life or health or preventing serious damage to property as follows: *[explain in detail]*

In order to ensure that a specified system was maintained in a safe condition or made safe as follows: *[explain in detail]*

.....  
 .....

B.  The Building Consent Authority that granted the Building Consent is unable or refuses to issue a Code Compliance Certificate in relation to the building work, and no other Building Consent Authority will agree to issue a Code Compliance Certificate for the building work:

*[state details of name of Building Consent Authority and Building Consent granted]*

Building Consent Authority name: .....

Details of the Building Consent granted: .....

.....

**5. COMPLIANCE SCHEDULE – THE FOLLOWING SYSTEMS APPLY TO/ ARE MODIFIED BY THIS PROJECT**

There are no specified systems in the building.  The specified systems for the building are as follows.

The following specified systems were altered, added to, or removed in the course of the building work.

*(tick those appropriate in the table below)*

Existing	New	Modified	Removed	<b>Specified Systems</b> Tick one of the 4 boxes to the left (as appropriate) if there are existing specified systems in the building, or if you have put in new systems, or if you have modified or removed systems.
				1. Automatic systems for fire suppression (e.g. sprinkler systems)
				2. Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit)
				3. Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)
				4. Emergency lighting systems
				5. Escape route pressurisation systems
				6. Riser mains for use by fire services
				7. Automatic back-flow preventers connected to a potable water supply
				8. Lifts, escalators, travelators, or other systems for moving people or goods within buildings
				9. Mechanical ventilation or air conditioning systems
				10. Building maintenance units providing access to exterior and interior walls of buildings
				11. Laboratory fume cupboards
				12. Audio loops or other assistive listening systems
				13. Smoke control systems
				14. Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1 to 13
				15. Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13:
				(a) Fire separations (as defined by the Building Code)
				(b) Smoke separations
				(c) Final exits
				(d) Systems for communicating spoken information intended to facilitate evacuation
				(e) Signs for communicating information intended to facilitate evacuation
				16. Cable Cars

**6. PLEASE ENSURE THAT YOUR APPLICATION CONTAINS:**

<input type="checkbox"/> Plans and specifications <input type="checkbox"/> Certificates that relate to the energy work	<input type="checkbox"/> Certificates from the personnel who carried out the work <input type="checkbox"/> As-laid drainage plans <i>(if applicable)</i>
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**7. APPLICATION AND DECLARATION**

I request that you issue a Certificate of Acceptance for the building work described in this application.  
 Signed by the  OWNER or by the  AGENT on behalf of and with the authority of the Owner:

..... (Print Name)	..... (Signature)	..... (Date)
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**NOTE:** If the application is incomplete, processing cannot begin and you will be asked to complete the application and re-submit it.

OFFICE USE ONLY

FEES PAYABLE	AMOUNT (\$)
COA - Application fee	
- Approval fee	
- Inspection fee	
- Mileage	
BRANZ levy	
DBH levy	
Photocopying	
Microfilm A3 / A4	
Scanning	
Structural check	
External consultant check 1	
External consultants check 2	
NZ Fire Service check	
Reserves contribution	
Rural connection	
Fire main	
Water connection	
Water disconnection	
Wastewater / sewerage connection	
Wastewater disconnection	
Backflow inspection	
Stormwater connection - mains	
Stormwater connection - kerb & channel	
Stormwater disconnection	
CCTV survey wastewater	
CCTV survey stormwater	
Cellar indemnity	
Council bonds	
Compliance schedule	
BCA accreditation	
Total fees (incl. GST)	
Deposit paid – Receipt No.:	
Date:	
Remainder fees due:	

REFERRALS
<b>Structural consultant:</b>
Name: _____
Sent: _____ Returned: _____
<b>Structural consultant:</b>
Name: _____
Sent: _____ Returned: _____
<b>Other consultant:</b>
Name: _____
Sent: _____ Returned: _____
<b>Other consultant:</b>
Name: _____
Sent: _____ Returned: _____
<b>NZ Fire Service</b>
Name: _____
Sent: _____ Returned: _____
<b>Historic Places Trust (Notification)</b>
Date advised: _____
<b>ADDITIONAL NOTES AND / OR FEES</b>
AUTHORISED BY
Planning Officer: _____
Date: _____
AUTHORISED BY
Building Officer: _____
Date: _____
AUTHORISED BY
Engineer: _____
Date: _____
Checked by: _____
Date: _____
Issued by: _____
Date Issued: _____
Receipt No.: _____
Receipt No.: _____

